

**CITY OF CARLSBAD  
SUBMITTAL CHECKLIST  
STREET VACATION**

City Project No. \_\_\_\_\_ City Project Name \_\_\_\_\_

City Drawing No. \_\_\_\_\_ City Project Engineer \_\_\_\_\_

**THE FOLLOWING DOCUMENTS ARE REQUIRED FOR A STREET VACATION:**

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Engineering Plancheck Application form completed and signed by Owner/Applicant (Distribution: Original to file, copy to planchecker).
- ☐ 3. Two (2) sets of Preliminary Title Report issued within 6 months of Application submittal (Distribution: 1 Planchecker, 1 File).
- ☐ 4. Eight (8) sets of the Location Map on 8 1/2" X 11" paper (Distribution: 1 Planchecker, 1 Fire, 1 Planning, 1 Eng P&P, 1 Storm Drain, 1 Wastewater, 1 Water, 1 File).
- ☐ 5. Eight (8) sets of the typewritten Legal Description on 8 1/2" X 11" paper completed by a Licensed Land Surveyor or Licensed Engineer (Distribution: 1 Planchecker, 1 Fire, 1 Planning, 1 Eng P&P, 1 Storm Drain, 1 Wastewater, 1 Water, 1 File).
- ☐ 6. Eight (8) sets of the Plat drawing on 8 1/2" X 11" paper of the area to be vacated. Plat is to be completed by a Licensed Land Surveyor or Licensed Engineer. This Plat must illustrate the Legal Description above. The relationship of the area to the street, the street name, nearest cross street name, and any existing structure and/or public improvement affected must be shown. The drawing must have a correctly oriented north arrow, and must be of Council exhibit quality (Distribution: 1 Planchecker, 1 Fire, 1 Planning, 1 Eng P&P, 1 Storm Drain, 1 Wastewater, 1 Water, 1 File).
- ☐ 7. Two (2) sets of Traverse Calculations (Distribution: 1 Planchecker, 1 File).
- ☐ 8. Application fee (see current fee list).

**SUBMITTAL COMPLETE. CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_**

**COMMENTS** \_\_\_\_\_

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**CITY OF CARLSBAD  
SUBMITTAL CHECKLIST  
STREET VACATION**

City Project No. \_\_\_\_\_ City Project Name \_\_\_\_\_

City Drawing No. \_\_\_\_\_ City Project Engineer \_\_\_\_\_

**B. THE FOLLOWING ITEMS MUST BE INCLUDED IN EACH RESUBMITTAL:**

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist (Distribution: Planchecker).
- ☐ 3. All previous checkprints of Legal Description, Plat, Traverse Calculations and Preliminary Title Report (Distribution: Planchecker).
- ☐ 4. \_\_\_\_ sets of Preliminary Title Report (Distribution: 1 File, \_\_\_\_ Building, \_\_\_\_ Planning, \_\_\_\_ Other-specify)
- ☐ 5. \_\_\_\_ sets of typewritten Legal Description on 8 1/2" X 11" paper of the Vacation, corrected as necessary (Distribution: \_\_\_\_ Planchecker, \_\_\_\_ Other, 1 File).
- ☐ 6. \_\_\_\_ sets of Plat corrected as necessary (Distribution: \_\_\_\_ Planchecker, \_\_\_\_ Other, 1 File).
- ☐ 7. \_\_\_\_ sets of bound Traverse Calculations corrected as necessary (Distribution: \_\_\_\_ Planchecker, 1 File).
- ☐ 8. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**C. THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY ENGINEER WILL RECOMMEND APPROVAL OF THE STREET VACATION AND BEFORE PACKAGE CAN BE SCHEDULED FOR CITY ACCEPTANCE:**

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist (Distribution: Planchecker).
- ☐ 3. All previous checkprints of Legal Description, Plat, Location Map, Traverse Calculations and Preliminary Title Report (Distribution: Planchecker).
- ☐ 4. Two (2) sets of updated Preliminary Title Report (dated within 30 days of submittal)(Distribution: 1 Planchecker 1 File).
- ☐ 5. Three (3) sets of corrected typewritten Legal Description corrected as necessary (1 original), wet sealed and signed by the Engineer or Surveyor of Work (Distribution: 2 Planchecker, 1 File).
- ☐ 6. Three (3) sets of Plat corrected as necessary (1 original), wet sealed and signed by the Engineer or Surveyor of Work (Distribution: 2 Planchecker, 1 File).
- ☐ 7. Two (2) sets of bound Traverse Calculations corrected as necessary, wet sealed and signed by the Engineer or Surveyor of Work (Distribution: 1 Planchecker, 1 File).
- ☐ 8. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** \_\_\_\_\_  
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**SUBMITTAL COMPLETE. CHECKED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**COMMENTS**

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